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Department of Corrections

Dedicated to Public Safety and Trust

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Newsletter

Aug.-Sept. 1005

PLEASE RETURN

MSP LAUNDRY RIBBON CUTTING

A ribbon cutting ceremony to dedicate the new laundry at Montana State Prison (MSP) took place on Wednesday, September 6, 1995 at 10:00 am. Rick Day was on hand to dedicate the building and his guests included legislators, media and other Department VIP. Operations at the laundry began in early July, 1995 providing services to MSP and services for MSH began September 4, 1995. The operation is running very smoothly. Congratulations to John Crnich and his staff and good luck!

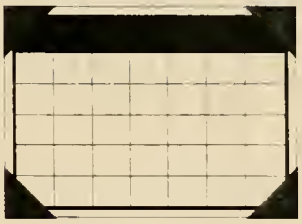
TOYOTA PROJECT EXPANSION POSSIBLE

On August 28, 1995, officials from Toyota Technical Education Network, a division of Toyota Motor Sales, were at MSP to tour the Toyota Project.

The Toyota Project is a partnership with Toyota to build educational trainers. The educational trainers consist of sectioned vehicle components like engines, transmissions and brake systems. By sectioning these components, the students can see the inner workings, thereby improving their understanding of the complete components. These sectioned components are donated to one of the 80 vocational schools that Toyota supports. In Montana, Capital High in Helena and Northern Montana College in Havre are Toyota supported schools.

The high side Vocational Ed/Laundry Building was toured with the intent of reviewing the possibilities of building other educational trainers as part of the vocational training program. We are looking forward to a continued and expanded partnership with Toyota.

Schedule of Events



8-21	Rick Day travels to Miles City
8-22	Rick Day travels to Billings
8-23	Juvenile Corrections Focus Group / Kalispell
8-23	Juvenile Corrections Focus Group / Missoula
8-24	Juvenile Corrections Focus Group / Great Falls
8-24	Regional Corrections Facility Advisory Council
8-25	Juvenile Corrections Focus Group / Billings
8-25	SRCTC Advisory Council at Swan
9-6	MSP Laundry Ribbon Cutting Ceremony
9-7	Rick Day Guest Speaker at Butte Rotary Club
9-12	Rick Day travels to Billings
9-14	Sentencing Commission Meeting, Helena
9-21	Corrections Management Team Meeting, Helena
10-12	Corrections Management Team Meeting, Helena
10-16	Sentencing Commission Meeting, Helena

DOUBLE PERIMETER FENCE CONSTRUCTION

The Department was authorized by the legislature to complete construction of a 1,000 foot addition to the MSP double perimeter security fence. Included within this project was the implementation of a new fence detection system, demolition of one building, the double perimeter fence construction, and an integral security upgrade.

Montana State Prison Maintenance Department, working with Detek Security Systems, Inc., installed all of the components necessary to bring the system on line. This construction project is completed and is now a part of the Double Perimeter Fence Security System at Montana State Prison.

The members of the Maintenance Department which made this a success are:

Charles Darvial	Dennis Campbell
Hugh Glynn	Darren Coleman
Merril Morman	David Cozby
Joseph Rainville	Allen Keenan
William Ryan	Mike McCaughey
Charles Sedminik	Margarite Padilla
Dusty Skocilich	Joseph K. Smith
Joe Mavrinac	

We would like to express our thanks to each of these dedicated professionals.

Without having a professional minded, dedicated staff, projects like this could not be undertaken, let alone be a success story.

Thank You MSP Maintenance Staff.

CARL NELSON
RICK DAY

COMMENTS FROM THE DIRECTOR

This issue of the Corrections Newsletter includes an insert which describes the proposed new Department of Corrections mission statement and organizational structure. A critical factor in the process of building the new Department is the effort to emphasize the importance of public safety and trust.

Other key decisions are as follows:

1. Institutional management will be directly responsible to the Director.
2. The Department will commit resources and improve visibility of Public and Victim Information by establishing a position in the Director's Office to address these issues.
3. The Adult and Juvenile Corrections Administrators and Deputy Director positions are not necessary in the new Department.
4. A separate Juvenile Corrections Division is not essential to the provision of youth corrections services.
5. More focus and resources need to be directed to classification, training, contracts, evaluation and policy development.

These are just a few of the issues considered during the development of the proposed mission and organizational chart. Over two hundred people have had an opportunity to directly discuss these issues and we have distributed over 1,000 copies of the draft mission statement for comments.

A Corrections Department that functions effectively can enhance the safety and security of our communities. Consequently, a thoughtful and open process in developing the organization should be of interest to all of us. Please take a minute to review the material and offer your thoughts, suggestions, or concerns.

RICK DAY

MSP BOOT CAMP

A transitional committee made up of individuals from Central Office, Swan River Correctional Training Center, Montana State Prison and the Architecture and Engineering Division of the Department of Administration are in the process of developing a proposal to move the current Boot Camp from Swan to Montana State Prison. They have been looking into site locations and developing programming for the types of facilities which will be needed.

The committee determined that the Conley Lake Lodge facility and site would not be an adequate location for the Boot Camp due to major costs and problems associated with the current facilities, size of the site and water/sewer requirements.

The committee has chosen a new location, just east of Conley Lake, and will continue to further plan and design a new facility and campus for the Boot Camp. The team met with Swan River Boot Camp staff on August 16, 1995 to receive their input, and will continue to meet at least monthly through the end of the year.

WOMEN'S CORRECTIONAL CENTER (WCC) CONSTRUCTION PROJECTS

Phase 1 of the WCC projects has been substantially completed which included major interior remodeling. The second phase is currently in the planning process and will include the construction of a non-climbable fence surrounding the entire facility and a new visitors' center. Initial designs of the fence and center have been developed and are currently being reviewed.

PINE HILLS SCHOOL CONSTRUCTION PROJECTS

Pine Hills School is currently undergoing major construction and renovation projects including: handicap access renovation for the administration and school buildings; demolition of three old buildings (Joseph Lodge, Crazy Horse Lodge and Lewis & Clark Lodge); and major renovation of cottages including sprinkler systems, window and shower replacement. These projects have been or are in the process of being initiated or completed.

New projects authorized by the last legislature also include funding to install air conditioning in the school building, completion of a security fence and plumbing renovation. The fence and the air conditioning will be completed during this fiscal year and the remaining projects will be completed during this biennium. Funds were also made available to begin the planning and design for a new cottage. That process will begin in the next few months.

MONTANA SENTENCING COMMISSION

The Commission has completed two full day meetings, the first on July 31, 1995, and the second on August 17, 1995. Subsequent meetings have been set for September 14, 1995 and October 16, 1995.

Two speakers provided the Commission with extensive information. Dave Ohler, Department of Corrections Legal Counsel, discussed new legislation affecting the Commission, outlined adult correction law, and gave a general overview of sentencing guidelines which summarized information he gained by traveling to Minnesota, Louisiana and Arkansas.

Kathleen Bogan, an attorney and consultant from Oregon responsible for developing Oregon's sentencing guidelines, offered great insight into the process of establishing and implementing successful guidelines.

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It became evident during the first meeting that in order for the Commission to be successful in its goals, it must have good data available. Ted Clack, Department of Corrections Research Manager, reported on data available to the Commission through the Department of Corrections, but stressed the importance of collecting other data which will enable the Commission to make informed decisions.

At the conclusion of the first meeting, Commission members unanimously elected Gallatin County Attorney Mike Salvagni as Chairperson and Senator Sharon Estrada as Vice Chairperson. Commission members also selected an Administrative Committee to hire an Administrative Officer for the Commission.

The Administrative Committee hired Tammy Plubell to serve as the Montana Sentencing Commission's Administrative Officer. Prior to moving to Helena with her husband and three children, Tammy served as a deputy county attorney in Cascade County for 7½ years. Tammy attended the Commission's second meeting on August 17, 1995 and officially begins her duties on September 1, 1995.

The second Commission meeting gave its members "hands on" experience making sentencing decisions both individually and through group discussion and consensus. The Commission broke into small groups, reviewed facts based upon real criminal cases and decided upon appropriate sentences. This process allowed each member to experience the difficulty in balancing available resources with sentencing goals of punishment, redress for victims and rehabilitation of offenders.

The Commission also decided to conduct a public survey as the first in a series of methods to incorporate public input into its decision making process. Ted Clack reported to the Commission about grant money which may be available to fund at least a portion of the survey as well as other research projects.

Included in the agendas for the next two meetings are speakers from two states - one state which enacted sentencing guidelines and one state where enactment of sentencing guidelines failed.

SWAN RIVER BOOT CAMP ADVISORY COMMITTEE

A group of citizens met with Rick Day, Mike Ferriter, Dan Maloughney and Dan Burden on August 25, 1995 at the Swan River Correctional Training Center (SRCTC). These people gathered in order to form a Boot Camp Advisory Council.

Although it was a long and involved day beginning at 11:00 am and ending at 4:15 pm, many thoughts, feelings, facts and fictions were thrown onto the table for deliberation. A tour of the boot camp was included as well as a few hours of worthwhile and informative discussion. Rick Day presented the attendees with information on the Department of Corrections (DOC) reorganization, the transition of the boot camp and the mission statement draft. Dan Maloughney, SRCTC Superintendent, provided a booklet with material on the various boot camp counseling programs, a daily schedule, plus an overview of the facility operations. Residents of the Swan Valley stated their views and fears, as well as positive feelings about the program.

The committee elected Nancy Brosten, Swan Lake resident, as the Chairperson and Representative Bob Keenan as the Vice Chairperson. Ms. Brosten also volunteered to serve on a DOC Advisory Committee. Mrs. June Smith volunteered to serve on the Transition Team involved with moving the boot camp program to the Deer Lodge area. Other members on the SRCTC Advisory Committee are Terry McLeod, George Field, Jefferson Jones, Diane Tripp and two law enforcement officers, Lake County Sheriff's Deputy Grant Holle and Missoula County Sheriff's Deputy, Robert Parcell.

Future suggested agenda topics for the SRCTC Advisory Committee include specific task assignments, a visit to the proposed boot camp site in Deer Lodge, and a 35 minute video on the correctional system. The committee will work closely with SRCTC staff to assure exchange of current information and make recommendations to the Department regarding operational and policy matters.

WE NEED YOUR IDEAS!

Attention, all of you creative and enterprising individuals! The Department needs your help.

The Department is searching for a logo which can be used on publications, signs, vehicle decals, patches, and stickers. Logos provide a means of identity for the Department and employees alike.

All employees are invited to send in ideas to Julie Buchman, Department of Corrections, PO Box 201301, 1539 11th Avenue, Helena, MT 59620-1301.

NEW AT MONTANA STATE PRISON

Dr. Clancy Cone has officially accepted the position of Medical Director effective August 10, 1995.

The Medical Director is a critical component of MSP's medical service system, so everyone take a moment to congratulate Dr. Cone and assure him of your support in this challenging new position.

MSP WARDEN

The MSP Task Force has been advised the Position Description for the MSP Warden should be completed by August 29, 1995. The job announcement should then be posted by September 15, 1995, with interviews tentatively slated for October 11, 1995. Initial recruitment will be internal, and applicants will be evaluated on their Application, Supplement, Interview and Background Check. A decision regarding the new MSP Warden will hopefully be made by October 18, 1995.

CORRECTIONAL OFFICERS UPGRADE AT MSP

In early 1994, pursuant to a negotiated agreement, Management began development of a position description calculated to merit a Grade 11 for Correction Officers at MSP. This increase in classification and pay was accomplished by requiring officers to become skilled in the application of the inmate classification system (as part of the unit management system officers will participate in the development of classification reports, etc.) and by requiring officers to increase their knowledge and skill levels regarding psychology and counseling. This new requirement creates a career ladder which takes an officer from Grade 9 to Grade 10 after successful completion of an initial year of employment (in which training is devoted primarily to security issues) and from Grade 10 to Grade 11 after successful completion of a second year of employment (in which training is devoted primarily to classification, psychology, and behavior awareness with regard to inmates).

Training for senior officers is presently underway with pay increases pending for all other officers upon successful completion of all the requirements set forth in the training assignment and position description.

Employee Recognition CORRECTION

The commitment and dedication of all Department employees is extremely important and when an employee's years of service go unrecognized, we strive to correct that error. Lisa Grady, an employee with the State for five years, was mistakenly missed in last month's Employee Recognition. Lisa, please accept our apologies and welcome our five years worth of "WAY TO GO!"

JUVENILE CORRECTIONS DIVISION

The Juvenile Corrections Division is in the process of designing a method to assess the program effectiveness and outcomes in order to support or suggest any modifications necessary to improve existing juvenile programs. Judge Frank Orlando, from the Center for the Study of Youth Policy, is providing technical assistance with this endeavor. Dr. Marina Barnett, an evaluation specialist from the University of Pennsylvania has been assigned to assist the Juvenile Corrections Division with this task.

To gather the necessary data, focus groups comprised of legislators, prosecutors and youth court staff are being held statewide to develop a sense of pertinent areas to study. Based on the information gathered, a survey will be directed to all legislators, judges, and others involved in the juvenile justice system to develop an instrument for process and initiate implementation.

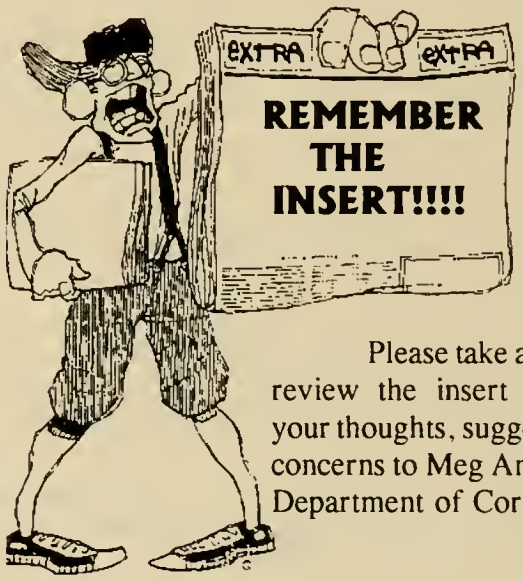
We are anxious to begin evaluating the juvenile corrections systems and anticipate the information gathered will assist all Montanans in determining the most effective and efficient manner to provide services to adjudicated youth.

NEW COMMITTEE FORMED

A committee has been formed to look into how the Department responds to escapes/walkaways. Tom Blaz, Department Investigator, will chair the committee. Membership includes Gale Keil - Juvenile System, Leonard Mihelich - Security, Lois Adams - Legal, Earl Strubeck - Community Corrections, Larry Weatherman, Missoula Undersheriff and Sheriff John McPherson - Butte Law Enforcement. The committee will meet soon and will prepare a preliminary report for the September 21 Management Team Meeting.

EXPANSION OF PROBATION & PAROLE BUREAU

Interviews will be conducted for 13 of the new P&P positions on September 11, 12 and 13. The Montana Law Enforcement Academy has been reserved for new officer training beginning January 7, 1996 and continuing through the 19th. The contract for expansion of the Intensive Supervision Electronic Monitoring System has been awarded to Digital Products. Details of the contract are currently being finalized.



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Please take a minute to review the insert and offer your thoughts, suggestions, or concerns to Meg Angell at the Department of Corrections.

PROBATION AND PAROLE BUREAU AUTOMATION

The assessment of needs and resources has been completed. Mike Ferriter, Meg Angell and Gina Rasmussen met with Larry DeFrance to discuss formulation of a state-wide plan based on the assessment and priorities in conjunction with the integration of juvenile system officers and system needs into our existing offices. Larry will meet August 30 with ISD staff to discuss strategy, project design, test and implementation plan.

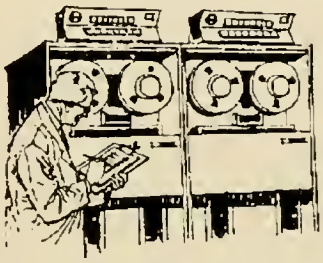
GOOD NEWS FROM THE MANAGEMENT SERVICES DIVISION

Fiscal Year 1995 financial transactions were closed out on July 27, 1995. The Department of Corrections and Human Services completed the fiscal year within the allocated budget. General fund of approximately $370,000 remained at the completion of FY95 business. Of this amount, approximately $365,000 will be continued into the FY96 MSP budget due to Legislative language in HB2. The hard work of fiscal staff in the central office, at MSP and the Ranch-Industries program were appreciated.

The FY96-97 appropriation meetings were held with all programs, both those leaving the DCHS and those who will be in the new DOC. In late June and early July, 1995, the final un-reorganized budget information was distributed to all programs. The "Yellow Sheets" should be the basis for managers and fiscal management of each program until the reorganization of DOC is completed. At that time, budgets will be reallocated to match the new DOC organization. The fiscal, budget and personnel portions of the Department will attempt to make the transition to the new organization as transparent as possible to program managers so that little or no disruption to operating programs will be seen.

An application for federal assistance for the Swan River Correctional Training Center was submitted in July. We have just received word that the grant was not funded. The reason given was a lack of federal funds available. There were a total of $68 million in requests competing for $24.5 million in available funding. Montana's application was scored within the top 25% of all applications, but because we were requesting construction money, our score was too far down the list. Forty-three grants were awarded out of 90 applicants and only 4 of these were in the Western United States going to Washington, Oregon, California and Arizona. We were notified that future federal discretionary funds may become available and we will be watching for future requests for proposals in this area.

The Department requested 37 vehicles for FY96. The legislature appropriated funds for lease from the Department of Transportation (DOT) rather than purchase for vehicles at Women's Correctional Center (WCC), Probation & Parole (P&P) and Board of Pardons. Management Services has been working with DOT on the leases. The lease vehicles will be available late in this calendar year. If further information is required, please contact Joe Williams at 444-4935.



INFORMATION SERVICES BUREAU (ISB) UPDATE

Local Area Networks (LANs) have been installed in each of the institutions which were part of Department of Corrections & Human Services (DCHS) with the exception of the Center for the Aged in Lewistown. That installation was delayed at their request, and is now planned for late September. The second round of installations is pending due to the reorganization, fiscal and other realities.

Department of Public Health & Human Services (DPHHS) is now technically responsible for the follow-up installations for Eastmont Human Service Center (EHSC), Montana Veterans Home (MVH), Montana Chemical Dependency Center (MCDC), Montana Developmental Center (MDC), and Montana State Hospital (MSH). We are coordinating our efforts with them.

Because of the timing of the installations at MVH and MCDC, all of their equipment was installed at the same time. The Board of Pardons is done, with the exception of some equipment that needs to be replaced. MDC has been delayed until they physically move into their new facilities on the north side of the river in Boulder.

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Second round network installations at EHSC and MSH cannot be made until additional cabling is installed at those locations to allow the buildings in these campus environments to "talk" to each other. Planning is underway to accomplish this. Both locations have requested that their additional personal computers (PCs) be installed standalone in the interim and those requests are currently being handled by staff from DPHHS.

Fiscal realities are a major issue for moving forward with networking at MSP. Additional network installations at the prison will require cable to interconnect the various buildings on that campus. A plan has been developed to do this and a written bid has been obtained. It will be very costly, approaching the $175,000 to $200,000 range. There was no legislative appropriation for this expense, so the money will need to be found in existing budgets. This is no small task, and will take time - if indeed the funds can even be made available this year.

Some 110 monitors for new PCs already delivered to the field offices are back ordered. The vendor tells us that they will start to ship by the end of August, but they have a total of more than 300 back ordered. It is not clear at this time exactly how many we will receive, nor is it clear exactly when they will be shipped. Of course, we cannot install the PCs without the monitors.

We have ordered new PCs for our adult Probation and Parole offices, but are also waiting for monitors. However, there are other problems involved in putting networks in these offices.

The district P&P offices are not large enough to cost justify the installation of a full network for ACIS access and E-Mail. The most desirable option from a cost, compatibility, functionality, ease of use, and support perspective is not ready to be put into production by the Department of Administration. But we've decided, after much discussion, to wait for it and thus do it right.

The regional P&P offices can use the same technology as the rest of the Department. However, funds have not been available to purchase the network file servers or the desktop workstations. The buildings involved need to be cabled, communications lines ordered and installed by US West, and specialized communications equipment needs to be ordered by the Department of Administration. These three steps alone take a minimum of 90 days under optimal conditions, but the reorganization is competing for ISB, US West, WilTel and the Department of Administration resources. We will continue to push to get those offices up and running with new and better equipment.

Montana Youth Alternatives (MYA) will be moving to the south side of the river in Boulder as soon as the MDC people occupy their new facilities on the north side as early as October/November. Pine Hills has a network that is running and stable, although their configuration is quite different from our standards.

The juvenile parole staff are currently on LANs at the old Department of Family Services (DFS) regional offices. We are working on a way to maintain their capabilities should they move into our Probation & Parole (P&P) offices.

If anyone has any questions, please feel free to call Larry DeFrance, Chief - Information Services, at 444-3991.

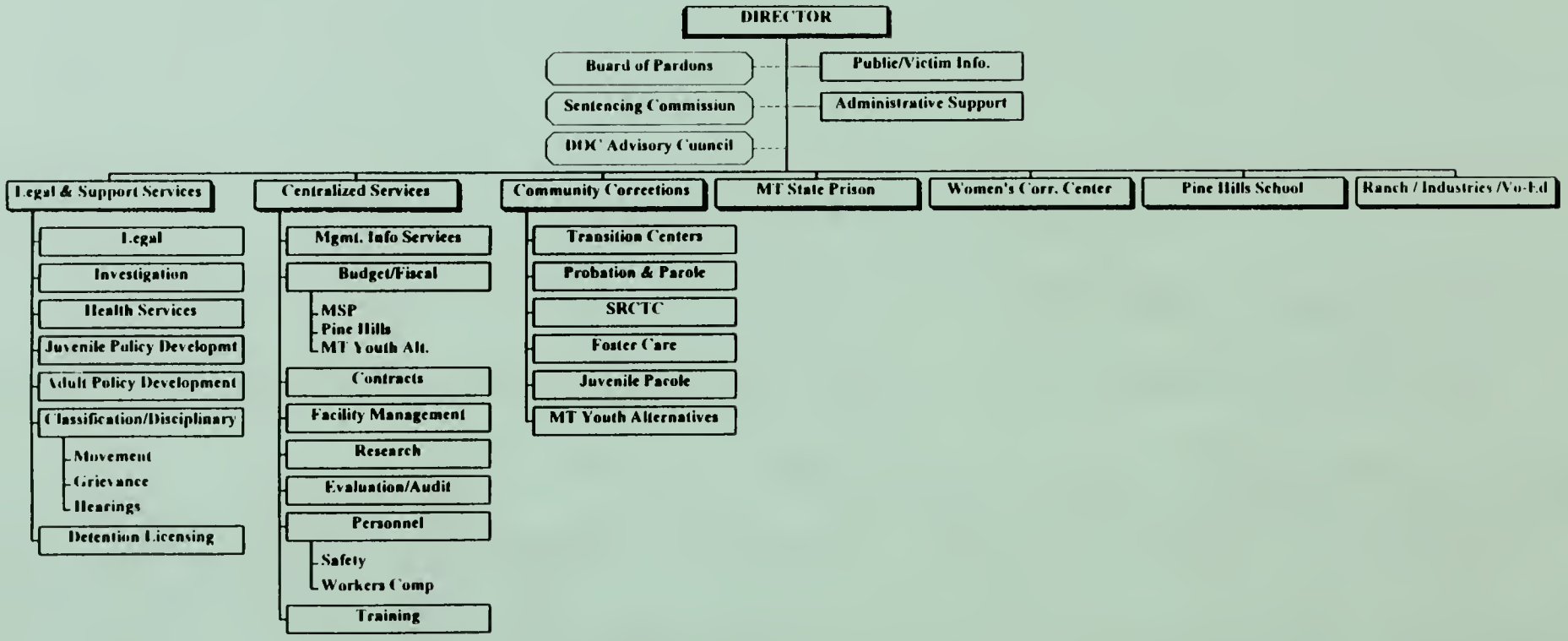
* * * * * * * *

We're still in the beginning stages of our Department newsletter, and we would appreciate your suggestions, changes, and corrections. Please contact Julie Buchman or Jan Bouchee by zip mail to the aforementioned names, calling 444-4918 or 444-3911, or by writing in care of Department of Corrections, PO Box 201301, Helena, MT 59620-1301.

Also, if more or less copies of this newsletter are required, or you do not wish to receive the newsletter at all, please contact us.

DRAFT MISSION

The Department of Corrections is dedicated to public safety and trust by holding adult and juvenile offenders accountable for their actions through custody, supervision, treatment, work, and skill development.



Draft
Organization Chart
Dept of Corrections
August 17, 1995

September 6, 1995

Outline of Key Decisions Department of Corrections Reorganization

The goal of the reorganization is to form a Corrections Department which is responsible for the administration of all State correctional programs. Each of the points described in the following outline relate to a key functional decision in the proposed organizational structure:

- For the first time, Montana will have one agency, as part of the criminal justice system, focused solely on corrections.

- The organization is designed to support the Department's new draft Mission Statement:

  The Department of Corrections is dedicated to public safety and trust by holding adult and juvenile offenders accountable for their actions through custody, supervision, treatment, work, and skill development.

- The combination of juvenile and adult corrections into a single department acknowledges that we do have adult and juvenile criminal offenders that need to be held accountable for their actions.

- The reorganization will allow for a more cohesive approach to corrections with less duplication, as many of the corrections programs have had similar components, including victim information, mediation and restitution, secure custody, community supervision, prison-to- community transition facilities, sexual offender and chemical dependency treatment, work programs and skill development.

- Juvenile corrections will receive increased administrative and management support by incorporating programs into the Department organization along functional lines.

- A Public/Victims Information Officer, responsible directly to the Director, will improve Department openness and the accessibility of information to the public and crime victims.

- To ensure accountability and a clear line of authority, the Wardens and Pine Hills School Superintendent will be responsible to the Director.

- To ensure clear community program line of authority and administrative support and eliminate duplication, juvenile and adult parole personnel will be aligned under the regional corrections management structure.

- Juvenile and adult policy development functions will be added to develop consistent policy and planning within the Department and to continue to work within juvenile and adult corrections to identify and resolve roadblocks to communication and effective service delivery.

- A Contract Unit will be re-established within a central services unit to provide effective contract development, negotiating and monitoring, for the Department's substantial contracting effort, now totaling $11 million in expenditures for services from juvenile wilderness programs through regional correctional facilities.

- Programs will be evaluated better and more thoroughly to improve effectiveness and efficiency.

- Budget and personnel services will be centralized in a main services unit to ensure effective and consistent budget and personnel management.

- A new Department-level Training Coordinator will provide consistent, current and relevant training across the entire Department.

- A new Department Classification and Discipline Unit will provide quality and consistent classification and disciplinary decisions.

- A Department Investigative Unit will continue to identify and to refer for prosecution any illegal or unethical conduct by staff involving offenders or occurring within Department programs.

- A new unit will examine and license detention facilities to ensure consistency of juvenile detention facility services.

- A newly-established Health Services Coordinator position will ensure the Department is capable of effective and cost- conscious delivery of health services to correctional populations.

This proposed structure continues the Department's efforts to reduce management and to move decision-making down to lower levels closer and more responsive to the challenges. The new organization will not include the positions of Deputy Director, Adult Corrections Division Administrator and Juvenile Corrections Division Administrator.

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ACTION PLAN
MISSION AND ORGANIZATIONAL STRUCTURE

6/27	Conley Lake Summit
7/18	Support Staff Input
7/26	Management Team Input
7/26	Newsletter
7/31	Juvenile Justice Study Interim Report (Mike Ferriter)
8/1	Governor Racicot and Rick Day meet
by 8/4	Mission Letter mailing to Department staff - input back to Meg by 8/15
8/21-22	Public/Staff Forum (Miles City/Billings)
8/23	MSP Task Force (relationship, implementation)
8/23-25	Youth Justice Focus Group meetings
8/24	Regional Correctional Facility Advisory Council
8/25	Swan River Correctional Training Center Advisory Council
by 8/31	Begin Contact Process for Editorial RE: Department Mission
by 8/31	2nd Newsletter (will include updated mission/org chart)
9/21	Montana and Western Corrections Association
9/21	Management Team Meeting
9/28	Youth Justice Council
9/29	Montana Board of Crime Control
10/4	District Judges' Conference
10/12	Management Team Meeting
October	Finalized Mission and Organizational Structure (will need Administrative Rules to support organization structure, staff outreach, budget issues.)

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MONTANA DEPARTMENT OF CORRECTIONS
Julie Buchman, News Editor
1539 11th Avenue
PO Box 301201
Helena, MT 59620-1301